



United States
National Commission on
Libraries and Information Science

**DRAFT
MINUTES**

**OCTOBER 25, 1991
Annapolis, Maryland**

MEMBERS PRESENT: Daniel W. Casey*; Wanda L. Forbes;
Kay W. Riddle; Elinor H. Swaim,
Vice-Chairman; Julia Li Wu; and
Charles E. Reid*, Presiding

**COMMISSIONER-
DESIGNEES PRESENT:** Carol DiPrete; Norman Kelson;
James "Jed" Edward Lyons
(Thursday only)

NCLIS STAFF PRESENT: Peter R. Young, Executive Director;
Mary Alice Hedge Reszetar,
Associate Executive Director;
John G. Lorenz, Coordinator,
Library Statistics Program; Sandy
Milevski, Research Associate;
Jane Williams, Research Associate;
Barbara Lee Whiteleather, Special
Assistant to the Director and
Recording Secretary

* Member, WHCLIS Advisory Committee

**WHCLIS ADVISORY
COMMITTEE MEMBERS
PRESENT:**

**Richard G. Akeroyd, Jr., Chairman,
WHCLIS Advisory Committee;
Bessie B. Moore, Member, and
NCLIS Vice Chairman Emeritus;
Joan Ress Reeves, Member;
Jean Curtis, Executive Director**

GUESTS PRESENT:

**Elinor Hashim, NCLIS Chairman-
Emeritus; Suzanne Arnold, Sugar
Association, Inc.; Joe Barillari,
College of DuPage, Glen Ellyn,
Illinois; Eileen Cooke, American
Library Association, Washington
Office; Jane Kolbe, COSLA;
Peyton Neal, Information
Industry Association; Frankie
Pelzman, *Wilson Library Bulletin***

Chairman Charles E. Reid called the meeting to order at 9:15 a.m.

The Chairman announced that the combined NCLIS and WHCLIS Advisory Committee meeting held on October 23 and 24 (1/2 day) was very successful and extremely informative. NCLIS Committee meetings were held on the afternoon of Thursday, October 24. The Committee Chairs will report on their meeting later in the day.

IFLA PRESENTATION

At the request of Commissioner Daniel W. Casey, the Members were shown a ten-minute tape-slide guide to the work of the International Federation of Library Associations and Institutions (IFLA), produced by Loughborough University of Technology for IFLA. IFLA is considered the major international forum for librarianship. The tape-slide show is available [for a limited period of time] from the NCLIS office.

MEETING AGENDA - MOTION

It was MOVED by Wanda Forbes, seconded by Julia Wu, that the draft meeting agenda be approved as submitted.

The motion was carried unanimously.

NCLIS MINUTES - MOTION

It was MOVED by Julia Wu, seconded by Wanda Forbes, that the minutes of the NCLIS Meeting held July 14, 1991, be approved as corrected.

The minutes will be corrected to show that Commissioner Kay W. Riddle was present at the July 14, 1991, meeting.

The motion carried unanimously.

NCLIS EXECUTIVE COMMITTEE MINUTES - MOTION

It was MOVED by Daniel Casey, seconded by Kay Riddle, that the minutes of the NCLIS Executive Committee held August 29 and 30, 1991, be approved as corrected.

The minutes will correct the spelling of "entities" on page 18, line 3.

The motion carried unanimously.

REPORT, INTERNATIONAL COMMITTEE

Commissioner Julia Wu, Chairman, NCLIS International Committee, reported on the meeting of the International Committee held on Thursday, October 24, 1991.

(1) The Glenerin Declaration, "Toward a Coordinated Policy Agenda in Response to the Changing Role of Information in the Economy", was developed through the leadership of the U.S. NCLIS, the British Library, and the Institute for Research on Policy of Canada in 1987. [Note: The third Conference was held in Glenerin, Canada, hence the name "Glenerin Declaration."] The United States is expected to serve as the host for this fourth trilateral conference.

MOTION

It was MOVED by Julia Wu, Chairman, International Committee, that the staff be permitted to prepare for the fourth conference to be held in Washington, D.C., subject to availability of funds. Staff was further instructed to pursue possible sources for outside funding. Staff will research the files in the NCLIS office to obtain background information, including funding, participants, agenda, etc.

The motion carried unanimously.

It was noted that a host agency is expected to cover portions of travel expenses and meal functions for invitees. At Chairman Reid's suggestion, Commissioner Swaim and Mr. Brian Perry of the British Library in London could serve as resource persons to both the International Committee and staff.

(2) Commissioner Casey, NCLIS's official delegate to the 1991 IFLA Conference in Moscow, reported that the Former President of IFLA and IFLA officers expressed interest in an international version of the *Principles of Public Information*. Chairman-Emeritus Hashim cautioned the Members against altering the text of the Principles as developed by the Information Principles Task Force. Further, Miss Hashim stated, "It is not up to NCLIS to present an international version; it is up to the international group to produce the international version."

Chairman Reid suggested that one way to handle the IFLA request would be to provide IFLA with the original version of the Principles and a draft an international version (prepared by NCLIS staff) with language changes noted in brackets or italics. Commissioner Forbes suggested that the endorsed version be referred to as a "model for the development of an international version."

After discussion, it was agreed that the International Committee will oversee the re-drafting and transmission of the International Federation of Library Associations and Institutions (IFLA) of documents on the *Principles of Public Information*.

(3) Commissioner Wu recommended that NCLIS pursue a cultural exchange program with South East Asian and Pacific Rim Nations. Commissioner Casey offered to assist in exploring the exchange program.

(4) On behalf of the International Committee, Commissioner Wu recommended the Commission consider holding a conference with the Taiwan library and information community before next spring or summer. No action was taken at this time.

REPORT, COMMITTEE ON LIBRARY AND INFORMATION SERVICES FOR NATIVE AMERICANS

Commissioner Elinor Swaim, Chairman of the Committee on Library and Information Services for Native Americans (a sub-committee of the Special Populations Committee), reported on the Committee's work to date.

Commissioner Swaim noted that 23 Tribes were contacted in preparation for the August 1991 hearing and site visits in Seattle, Washington. On October 16-18, 1991, Commissioner Swaim and Chairman Reid held a hearing in Anchorage, Alaska, and made site visits to several villages to see first-hand their library and information service facilities.

Commissioner Swaim stated that it is necessary to include Hawaii in the regional hearings. She offered to make the trip at her own expense (probably in February 1992).

MOTION

It was MOVED by Daniel Casey, seconded by Carol DiPrete, that Commissioner Swaim be authorized to conduct site visits and to hold a one-day hearing for Native Hawaiians in Hawaii. The Commission authorized Commissioner Swaim payment for one salary day.

The motion carried unanimously.

Commissioner Swaim stated that she is planning to call a Committee meeting in early November to discuss plans for the preparation of the final report on library and information services for Native Americans. The final report will contain specific recommendations to the President and the Congress and will be brief, readable, and simple, with full information included as appendices to the report -- similar to the final report of the White House Conference. Tentative plans call for an interim report including projected time lines to be prepared with the assistance of outside consultants and editors for the NCLIS meeting on January 9, 1992. The Committee will also discuss partnerships and distribution of the report. Mrs. Reszetar is the program officer.

MOTION

It was MOVED by Daniel Casey, seconded by Kay Riddle, that the Committee on Library and Information Services for Native Americans be authorized to hire consultants and/or editors as required to assist in the drafting of the final report, subject to availability of funds. The full Commission will have an opportunity to comment on the draft report and will have responsibility for approving the final draft.

The motion carried unanimously.

MOTION

It was MOVED by Elinor Swaim, seconded by Carol DiPrete, that the Committee on Library and Information Services for Native Americans be authorized to seek partnerships, e.g., the Center for Indian Policy, George Washington University, in the publication and distribution of the final report.

The motion carried unanimously.

For the record, Commissioner Swaim praised the Committee work done by Frank Stevens, stating, "Frank has done a great deal of work on this project, and I am most appreciative for all his hard work."

Mr. Stevens was on detail as Special Assistant to the project prior to returning to the Department of Education in August 1991.

Commissioner Forbes also thanked Mr. Stevens for his contributions to the work of the Committee, and stated, "I want to make sure that Mr. Stevens is acknowledged for his work."

REPORT, NCLIS RETREAT COMMITTEE

Chairman of the Retreat Committee, Carol DiPrete, reported that the Committee recommends that the Retreat be held as a separate meeting in late February or early March 1992, rather than combined with a scheduled Commission meeting. Chairman Reid agreed with Mrs. DiPrete stating, "It should be a separate meeting because the Retreat will focus on policy and planning and not on administrative functions and topics."

Commissioner Casey noted that ALA Legislative Day will be held on April 7, 1992, and suggested April 8-9 as possible dates for the Retreat. Chairman Reid reiterated his opinion that if the Retreat coincided with other meetings, Commissioners may not be able to devote full time to the Retreat. Further, Chairman Reid suggested that the Retreat be held over a weekend to avoid conflicts. It was clearly stated that if the Retreat is to be successful, it is imperative that each and every Commissioner attend the Retreat from beginning to end.

Mrs. DiPrete stated that no decision has been made as to which, if any, staff members will be attending the Retreat. In accordance with the Government in the Sunshine Act, the Retreat will be open to observers.

A draft Committee proposal states that the purpose of the Retreat is to:

Begin the process of defining and developing short- and long-term plans for Commission's mission, programs, and operations.

A copy of the draft proposal is attached. (Attachment I)

MOTION

It was MOVED by Carol DiPrete, that the Committee be authorized to continue its work on planning for the NCLIS Retreat, subject to the availability of funds.

The motion carried unanimously.

NCLIS MEETING - LITTLE ROCK, ARKANSAS

At the invitation of Governor Bill Clinton of Arkansas, the Commission will hold a Commission meeting in Little Rock. Dr. Bessie Boehm Moore, NCLIS Vice-Chairman Emeritus, will celebrate her 90th birthday on August 2, 1992, and the Commission Members are invited to the celebration. Governor Clinton will host a reception for Dr. Moore in Little Rock on Saturday, August 1. On Sunday, August 2, the Mountain View Library will be dedicated "*The Bessie B. Moore Library*." Dr. Moore was born in Mountain View, Arkansas, and began teaching school there at the age of 14. The Commission's meeting will be held on Monday, August 3, and Tuesday, August 4, in Mountain View, approximately a 1-1/2 hour drive from Little Rock.

WHCLIS PLANNING

Both Commissioner Wu and Jean Curtis, WHC Executive Director, noted that Petition 8 was omitted from the folder given the Commissioners.

In discussing the distribution of the WHC Final Report, Commissioner Swaim opined that it would be good "PR" if Commissioners could personally hand the report to Governors and State Librarians. Commissioner Forbes suggested that a personalized letter or note from Commissioners be included in the mailing from the WHC office. Mrs. Curtis offered to work with Commissioners in carrying out Mrs. Forbes' suggestion. Mr. Richard Akeroyd suggested that State Librarians receive a copy of Chairman Reid's transmittal letter to their Governors.

Mr. Akeroyd reported that plans are underway for press releases and flyers to the trade media announcing availability of the report. The report is expected to be printed by November 5; however, until it is formally delivered to the President it is not available to the public.

CERTIFICATES OF APPRECIATION

During the appreciation luncheon on October 24, 1991, the NCLIS Commissioners presented a Certificate of Appreciation to each Member of the WHCLIS Advisory Committee. A copy of the Certificate is attached. (Attachment II). At the request of Chairman Reid, NCLIS staff will prepare a Certificate of Appreciation to Daniel Carter, former WHC Chairman. In addition, staff will prepare a letter thanking Ms. Peg Phalen, former NCLIS Member, for her work on the WHC Preliminary Design Group. Chairman Reid asked Commissioners

to alert staff to other individuals who should be specifically acknowledged.

The National Commission also presented a Certificate of Appreciation to Mrs. Christina Carr Young, who recently retired from the staff of the White House Conference. Prior to joining the WHC staff, Mrs. Young was a Research Associate at NCLIS for over 5 years.

Vice-Chairman Swaim presented Chairman Reid with a Certificate of Appreciation and on behalf of the entire Commission and staff stating, "We thank Charles E. Reid for his dedication, commitment, time, and we especially thank him for his kindness."

Chairman Reid praised both Mr. Akeroyd and Mrs. Curtis for their help in making the White House Conference a success.

NCLIS BUDGET

Commissioners were provided copies of the: (1) FY 1991 end-of-year obligations; (2) FY 1992 proposed budget; and (3) FY 1993 budget request. Mrs. Williams reported there is \$2,600 available in the gift account.

By unanimous consent, the Commission approved the FY 1992 proposed budget.

NCLIS FY 1992 MEETING DATES

By consensus, the Commission approved the NCLIS meeting dates for FY 1992. A copy of the list is attached. (Attachment III)

NCLIS CONSULTANT LIST

By consensus, the Commission approved adding the following consultants to the NCLIS Advisors/Consultants List:

Richard G. Akeroyd, Jr.

Joseph Fitzsimmons

Virginia H. Mathews, Implementation of WHC
Recommendations

RICHARD G. AKEROYD, JR. - OVERVIEW

At the request of Chairman Reid, Dick Akeroyd presented an overview of Advisory Committee suggestions, which included strategies for WHC II implementation and planning for WHC III, as well as his personal recommendations and conclusion. Following is a summary outline of his presentation:

- The Advisory Committee has a sense of urgency in planning;
- Pace of change is forcing shorter intervals between WHC's (every 6-7 years?);
- Perhaps a mid-course review of changes in library and information services;
- Charge: BEGIN PLANNING NOW!
- Perhaps WHC III should not be institutionally focused. Rather, merge library issues with information services issues. Competing interests may dictate two separate conferences;
- Perhaps WHC III should focus on information needs - not on information institution;
- Need focused event which would involve both libraries and information services suppliers;
- Libraries do not meet all of society's information needs today;
- NCLIS should focus WHC implementation strategy on information needs;

- NCLIS should be in planning and implementation leadership role. This involves partnerships and building of coalitions;
- Take advantage of national education goals in AMERICA 2000.
- Administration and Congress may not have same strategy for achieving educational goals;
- How to approach all 95+ recommendations?;
- May be more than one way to review and cluster the 95+ recommendations;
- WHC recommendations need some analysis;
- Trying to implement each of the 95+ recommendations independently is not a good idea; and
- Nature of recommendations don't lend themselves to score card for individual progress towards implementation.

Mr. Akeroyd offered his own personal recommendations and conclusion:

--NCLIS leadership structure should be built by a plan based on trend/issues which these recommendations involve.

--Once a plan is written, then NCLIS should convene meetings with other coalition groups to further study recommendations, produce action plans, produce reports, and relate recommendations to WHC planning.

--It is important not to underplay the critical role of the states in implementing the WHC recommendations.

--There is a need for public forums on the issues which WHC engaged.

--Public need for information services is important for the context of WHC implementation strategy.

--NCLIS should develop close ties to COSLA in WHC implementation planning.

JANE KOLBE, COSLA, OVERVIEW

At Mr. Akeroyd's suggestion, Ms. Jane Kolbe, Chief Officers of State Library Agencies (COSLA) presented an overview from COSLA's point of view:

- COSLA-NCLIS conversation should focus on WHC II before WHC III;
- A number of big issues in library and information services requires NCLIS' attention with or without WHC;
- NCLIS should pick issues that are most suitable to NCLIS' statutory mission, e.g., preservation of paper and other media;
- Just because archival issues are not a priority in WHC recommendations does not mean that NCLIS should ignore these critical topics/issues/problems;
- Importance of close relationship between NCLIS and COSLA. WHC implementation planning = an opportunity for closer coordination of programs and for planning;
- Perhaps COSLA and NCLIS could work jointly to review the various (5) topic issues to identify strategies for implementation action;
- COSLA identified the WHC recommendations that seemed to be of high initial interest;
- Flexibility is key to allow the focus to shift over time.

GENERAL DISCUSSION - IMPLEMENTATION OF RECOMMENDATIONS

The Commission held an around-the-table discussion on the implementation of the WHC recommendations. In summary, the Commissioners noted/suggested:

- The White House is interested in emphasizing the three themes of the WHC.
- NCLIS' role between November and February is assisting the President in shaping his legislative proposals is yet to be set.
- One way to approach 95+ recommendations is to cluster into funding, legislation, new legislation, etc.
- Key to successful strategy is flexibility.
- The American Library Association (ALA) Washington Office could analyze what current U.S. Congressional actions may relate to the WHC recommendations.
- NCLIS statement perhaps to focus on preserving successful Federal programs that are currently in place which should not be diminished or replaced with new programs;
- Important to carry message to White House that LSCA funding is a very high priority for library support.
- If LSCA were to be eliminated in favor of another Federal role, it should be done only after extensive discussion of Federal role in library support.
- Federal role in library support = 1.8% now; in the past it was up to approximately 8%.
- NCLIS position: Maintain base level of Federal funding for LSCA.
- LSCA Reauthorization: 1993-94.

- LSCA amended by National Literacy Act.
- NCLIS input to President (between November 1991 and February 1992) should relate to the three WHC themes, especially to productivity.
- Certain recommendations may have very useful immediate relevance to the White House and Congress.
- Perhaps NCLIS task force needs to review the recommendations to cluster and combine and group -- to form the 5-6 issue areas for action plan development.

The Commissioners selected the following priority areas. [Not in priority order]:

- - Networking (NREN) and Coalition Building
--Unique responsibilities of NCLIS vis a vis other groups
(COSLA, ALA, etc.)
- - Shared Resources
- - Preservation
- - Libraries and Education
- - Omnibus Children and Youth Literacy Act
- - Professional Education/Training
- - Lifelong Learning
- - Oversight Role
- - Evaluation and Marketing of Library Services
- - Increase Appropriation to Existing Laws
- - Access to Information/Electronic Information
- - Full Literacy
- - Encourage 1990's Initiatives
- - Native Americans/Library and Information Services -
LSCA Title IV

The Commissioners determined the following categories for possible "grouping" of WHC recommendations:

- Networks, resource sharing and technology
- Libraries and education
- Special population services and multicultural/racial/ethnic services for a diverse society
- Children and literacy
- Process to identify roles and responsibilities of Federal/State/local bodies (and international)
- Preservation
- Marketing

The Commissioners agreed that partnerships are a major ingredient in the implementation of the WHC recommendations. NCLIS will further solicit other organizations' ideas, strategies, and combine those with NCLIS' priorities so that a collaborative, comprehensive implementation plan will emerge. Partnerships will also involve open forums, hearings, co-sponsored meetings and the formation of joint task forces to determine and follow through on the most effective means for implementing the Conference recommendations. These task forces will be formed after the President presents his statement and recommendations to Congress in early 1992.

The Commissioners agreed that a draft WHCLIS plan must be in place prior to convening meetings, forums, hearings, etc., with other interested groups. In drafting the plan, NCLIS should focus on:

(A) Availability and Access to Information (Democracy Theme):

- Increase appropriations
- Mandate open access
- Improve depository access to electronic materials
- Encourage innovative approaches for 1990's

(B) Information Networks through Technology (Productivity) Theme:

- Multilevel collaboration support
- Network involvement - inclusion
- Resource sharing
- NREN

(C) Education Services for Diverse Needs Literacy Theme):

- Omnibus Children and Youth Services Act
- Literacy Services to Disadvantaged

The Commissioners outlined the following guidelines for NCLIS staff action:

(1) Identify interested/involved groups/agencies/associations, e.g., COSLA, ALA, IIA, WHCLIST, etc. After identifying such interested allies/groups, send a letter requesting that they: (a) Prioritize the recommendations as they apply to them; and (b) Submit their implementation plans, ideas, and strategies to NCLIS to assist in coordinating the implementation process.

(2) Draft the NCLIS plan of action for implementing the WHC recommendations. The plan is subject to approval of and adoption by the full Commission.

- (3) Make the necessary arrangements to hold meetings, forums, task forces, etc. with the groups/agencies/organizations identified. The purpose of these meetings will be to determine and follow through on the most effective avenues for implementing the Conference recommendations.
- (4) Consider sending a special letter to be sent with the final WHC Report to the heads of other groups inviting them to participate in implementation of WHC recommendations in partnership with NCLIS.
- (5)
 - (a) Identify and prioritize the WHC recommendations that relate to the three WHC themes - especially productivity.
 - (b) Review the three topic (top priority) areas as identified by the eight NCLIS Commissioners. Redraft language to cluster and condense recommendations, and edit language and ideas to produce concise statements.
 - (c) Proposed that by December 1, 1991, draft language be circulated to NCLIS Members for their review/comment by 12/15/91.
 - (d) Consider sources for outside funding.
- (6) Identify close alliance between libraries and education.
- (7) Determine how to convey to the Department of Education that there should be a strong component of library interest.
- (8) Communicate the need for the Department of Education to focus on implementation of 16 WHC recommendations that specifically mention the Department in addition to others that relate to the work of the Department of Education.

(9) Draft and issue a Press Release on the October 24-25, 1991, meeting describing the NCLIS draft plan for implementing the WHC recommendations. The Press Release should also note that the WHC Advisory Committee Members urged that any consideration of a third Conference focus on examining information needs rather than on information institutions, per se.

(10) Draft cover letter to President for transmittal of final WHC Report from Chairman Reid. The letter should correlate the tie to AMERICA 2000 and the tie to the 3 WHC themes.

(11) Coordinate with the White House Domestic Policy staff re the possibility of an interagency task force to follow up on WHC recommendations.

The NCLIS staff was instructed to coordinate all activities of and with the WHCLIS staff. In addition, conference calls will be held with the Executive Committee, as required.

JANUARY 1992 - ORGANIZATION MEETING

The following are several topics for discussion at the NCLIS Commission meeting [the annual organization meeting], January 9 - 10, 1992, in Washington, D.C.:

- Review Draft Plan, and revise as necessary (1/2 day);
- Consider inviting groups (for partnerships);
- Review NCLIS task force and committee structure in relation to NCLIS draft plan. Adjust, amend, and complement task forces, as required; and
- Elect Vice Chairman and Executive Committee Member and Alternate Member

EXECUTIVE DIRECTOR'S REPORT

Because of time constraints, the Mr. Young did not have time to read his prepared NCLIS Executive Director's Report for October 1991. As suggested by Chairman Reid, the report is attached. (Attachment IV)

The meeting was adjourned at 5:00 p.m.

Attachments:

- I Draft Proposal for Retreat
- II Certificate of Appreciation
- III NCLIS Meeting Dates, FY 1992
- IV Executive Director's Report for October 1991

(ATTACHMENTS NOT INCLUDED IN COMMISSION MEETING NOTEBOOK)

November 5, 1991